



## VISA PROCUREMENT CARD ONLINE BANK STATEMENT ACCESS FORM

### General Information

Are you the Administrator?

 Yes No

Are you a card holder?

 Yes No

*The authorization below is only required when you answered "No" to both questions.*

New User's Full Name

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User's Email Address

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### Department Information

Department Name

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Department Phone No.

Department Mail Stop

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### Card Information

List the Last Six (6) Digits of all cards that you need to access:

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### Authorization

Title (Department Head/Director)

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Name

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Signature

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Date

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*Please send the completed Access Form to: Accounts Payable, 638 McArthur, Mail Stop 9719*